

1 Document Information

Reporting Manager	Carl Dalheim	Document Version No.	Final
Quality Review Method	Peer Review	Document Version Date	11/09/2016
Prepared By	Carl Dalheim	Preparation Date	16/08/2016
Reviewed By	BA	Review Date	16/08/2016

2 Distribution List

From	Role	Phone
Carl Dalheim (CD)	OV Secretary	0400 082 871

To	Role	Phone	Attendance (Y/N)
Bruce Arthur (BA)	OV President		
David Jaffe (DJ)	OV Vice President		
Margi Freemantle (MF)	OV Vice President		
Ruth Goddard (RG)	OV Treasurer		
Carl Dalheim (CD)	OV Secretary		
Peta Whitford (PW)	Education Manager and Sports Administrator		

*Action Types: Approve, Accept, Review, Inform, File, Action Required, Other.

3 Meeting Specifics

Forum	Orienteering Victoria August 2016				
Purpose	Review and Action Prior Board meeting				
Meeting Date	18/08/2016	Start Time	19:00	End Time	21:30
Meeting Location/Tele Conf #	ORC Westerfolds Park 7pm no conference number				
Chairperson	Bruce Arthur	Phone	0458 391 261		
Minute Taker	Carl Dalheim	Phone	0400 082 871		

4 Meeting Agenda

Time	Topic	Completed	Presenter
	Accept July board Minutes		BA
	Apologies		BA
	Project Co-ordinator		BA
	Coaches in Residence		DJ
	March 2017 NOL weekend		BA
	Oceania / Aust Championship 2019		BA
	Report – Finance – on OV site		RG
	Report - Education Manager and Sports Administrator – on OV site		PW
	Report - Communications & Marketing – vacant role		
	Report - Urban sub-committee – on OV site		
	Report - MTBO sub-committee – on OV site		PW
	Report - Bush sub-committee – nil to report		Neil Barr (NB)
	Report - Juniors Transition team – on OV site		CD
	Report – SI sub-committee – nil to report		
	Report - Membership report – on OV site		RE
	Other Business		
	Meeting close		

5 Open Action Items

No.	Description	Owner	Due Date
Jan-a06	Produce a 'promo' based upon what was produced for Junior Primary Schools in 2015.	AR	30/01/16
Jan-a08	Approach schools with a talent identification process, e.g. OV has seen what you have done, and done well, we can give you a programme.	Owner?	
Jan-a09	Retention strategy for older juniors – item August Board	CD	
April-08	CD/DJ to evaluate junior members and determine some pathway activity	CD/DJ	25/04/16
April-09	DJ to contact Margi regarding MSW, alternate year approach Sprint then Bush	DJ	07/05/16
April-10	DJ to contact Blair/Lance Read/Nick Dent to seek a locked in NOL for the MSW weekend in 2017	DJ	07/05/16
April-11	BA to seek the plans for the Girl's Pathway and Talent Identification projects	BA	07/05/16
July-a02	Write induction pack for Kate	CD	31/08/16
July-a04	Discussion for next Council - event organisation and SI equipment	All	October Council
July-a05	Determine WEB developer for OV site	All	TBC
Aug-a01	Coaches in residence – Interviews, Clarify on financials, durations and tasks	DJ/CD	In progress

No.	Description	Owner	Due Date
Aug-a02	Coaches in residence – follow up with Mikkel	DJ	In progress
Aug-a03	Hancocks – contact Warwick Williams for his views	CD	In progress
Aug-a04	Determine interest of MFR in NOL Sprint March next year	BA	
Aug-a05	Margi seeking 'meeter greeter' for SIS	MF	
Aug-a07	Margi confirming major event	MF	Sept Board

6 Closed Action Items

No.	Description	Owner	Due Date
July- a01	CD Contact Kate Morris, establish interview date, undertake interview (CD/DJ/BA)	CD	Done
July- a03	Confirm host interest from Bendigo – both Andrew Cameron and Craig Feuerherdt	CD	Done
Aug-a06	Advise Lara that her research is complete and nothing further is required from her at this time.	BA	Done

7 Discussion notes

General Minutes from meeting held Aug 18th .

19:39 Meeting commenced.

Apologies none

Accept July board minutes – proposed DJ and seconded PW

Welcome to Margi on her first board meeting

PW, husband coming home tomorrow, keen for 9am exit

Project Co-ordinator role

Interviewed Kate last – DJ,BA,CD very confident.

Seeking clarity.

Advise Kate, 2 days ideally, but 1 will be ok if you can flex up when and where possible particularly at the moment. We thought a probationary period of three months would suit both parties so both of us can gauge progress. We do feel it would work best if you can flex up at the start, and of course the hours of work can be those that suit you. Pencil in September board, and October Council.

Work Contract and JD,

Board workshop of the Strategy, work plan with Kate

Coaches in Residence

Re-cap from DJ.

Specifically Lotta and Noora late this year.

Mikkel and Andrea from March and April.

ACTION DJ - Clarify and financials and durations.

ACTION - next step is interview, what is their motivation for coming; involved in P&S,

ACTION - follow up with the Danes.

For the coachesd pre-Xmas fits SIS, Schools, and other activity.

March and beyond gives us a broader spread of activity.
Thoughts that Squad qualification of 16 and over is entry level Coaching.
Question the NZ guys Matt Ogden, others about future coach in residence work

March 2017 NOL weekend

WRE NO. Sprint is NO
Possibly MFR Alternate double header with a NOL run by MFR ACTION follow up with them.
Board decision is NO.

Finance

Ruth says we need to spend grant money.
Ruth preparing for September
Review of pay rates and Kilometre allowance,
RG has increased KM rates by 1%
Ian can again approve expenditure as he has return from holiday.

Education Manager and Sports Administrator

Carl ACTION underway with WW and Hanacocks.
Monica Dixon and Heather Leslie taking on participation outcome of more girls.

Urban OC

Margi detailed the SIS
Keilor College a new map
Super weekend in Bendigo with 2 new maps, Rosslyn Park

Membership report

Presented, noted increase.
OV Board would like Junior Participation numbers and we should maintain contact with all juniors, we need to set some pre-requs e.g. Sprints is the pathway, rather than Bush events. Bendigo schools could be targeted.
ACTION Margi – seeking ‘meeter greeter’ for SIS Newsletter item. Een these needs clarity

Junior Transition

ACTION Bruce will call Lara to advise her that her services are no longer required, the research is finished.
“Barriers and Facilitars’refer to April Board
The research piece is completed.
Anne needs to continue with the Transtion role
Then set up Roch to go forward with the coaching. Anne can channel people to Roch to process.
Now that we have the three sessions moving, we need to provide further guidance to Roch to continue.
Transtion role needs work

Oceania and Aust Carnival 2019

BA summarised the status. Neil tasked to now think about the detail.
Margi suggesting a bigger or additional approach. Ted will discuss with Neil

ACTION

Margi confirming current major events, and then OV board will form a view of our contribution to the fixtures
Seeking more on home-turf.

Other Business

Social Media

Margi discussing *Awaken* the QLD web developers.
All promotion from *Awaken* for the QLD Nationals
Suggesting we pick a series, develop plan and goals, then push this out to Social Media.

But we need a better ‘Landing Place’. Give it a refresh as Step 1, then Step 2 is developing the content for the Series/Products that we already have.

ACTION when on board, Kate and Margi build this plan.

Need to tap back in to Jennifer Gregory.

Brief discussion of Natasha and Geoff's great efforts. BA has put them on the honour board.

21:15 Meeting closed.